

# Medication Administration New Trainer Attestation Grade, Grading Observations, and Q2 2024 Face-to-Face Schedule

## **ODP Announcement 24-024**

#### **AUDIENCE:**

Medication Administration Trainers and Medication Administration Primary Contacts

#### **PURPOSE:**

To provide instruction to Trainers on grading a new Trainer Attestation grade in the Online Student courses that will go in effect on March 1, 2024.

To provide instruction to Trainers on grading Observation Checks in the Online Student courses.

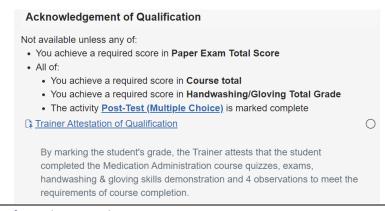
To advertise the Train-the-Trainer Q2 2024 Face-to-Face Schedule.

#### **DISCUSSION:**

## Instructions for how to mark the new Trainer Attestation manual grade

On March 1, 2024, the Trainer will need to attest that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion. To grade the attestation, please follow the steps below.

1. Click on the "Trainer Attestation of Qualification" activity under the Acknowledgement of Qualification section in the online student course.



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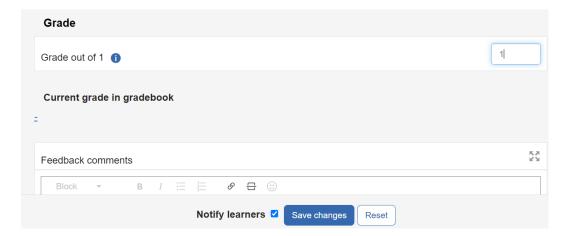
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2. Select the Group (Class) you are grading for and click on the Grade button.



3. Enter a 1 in the Grade field to attest that the student completed all course requirements and then click on Save changes.



## **Instructions for Grading Observation Checks**

After a student passes the Post Test, Observation Checks should be completed within 30 days. The Observation Check activities are located directly below the Post Test section on the Student Course pages and need to be completed by the Trainer. After all of the observations are completed and graded, the student will be able to access their Acknowledgement of Qualification. To grade each check, please follow the steps below.

1. Click on the Observation activity that requires grading.

Observation Checks	
Trainers will enter the score for the observation activities below to document the student's performance on the of medication administration for Initial Training.	e task
Enter a "1" for the grade of each activity if the medication administrator completed the observation correctly and enter the date the observation was completed in the Feedback column.	
Once all four checks have been completed, the student will receive their certificate.	
Note* All four checks should be completed within 30 days of the student passing the Post Test.	
Capacitan Check 1	0
The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.t	
*Trainers* enter the date the observation was completed in the Feedback column.	
Capacitan Check 2	0
The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.	
*Trainers* enter the date the observation was completed in the Feedback column.	
Capacitan Check 3	0
The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.	
*Trainers* enter the date the observation was completed in the Feedback column.	
Capacitan Check 4	0
The Trainer will enter in your grade and date of completion after conducting the observation. You will receive a notification once this has been entered.	
*Trainers* enter the date the observation was completed in the Feedback column.	

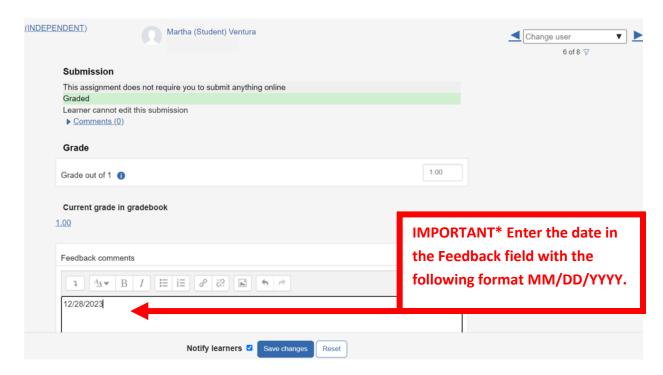
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2. On the activity page, click on the Grade icon.



 Select the user in the right hand corner that requires grading and enter in a 1 in the Grade field. IMPORTANT\* Enter the date in the Feedback field with the following format MM/DD/YYYY. After the grade and date has been entered, click Save.



Note\* You can return to the activity and add the date if it was missed upon the first Save.

## Q2 2024 Face-to-Face Schedule: February through July 2024

All Train-the-Trainer Face-to-Face Classes will continue to be virtual through
July 18, 2024. Classes for New Trainers and Recertifying Trainers will be held separately. New
Trainer classes are for first-time trainers, designated as New Trainer classes, and start at 8:30
AM. Recertifying Trainer Classes are available in the morning and in the afternoon according to
the schedule below. Morning classes are designated as AM Recertification classes and will start
at 8:30 AM. Afternoon classes are designated as PM Recertification classes and will start at 1:00
PM. \*Previously on the schedule

<u>Day</u> <u>February</u>	<u>Date</u>	<u>Type</u>	<u>Day</u> <u>May</u>	<u>Date</u>	<u>Type</u>
Wednesday	2/28/2024	New	Thursday	5/2/2024	New
Thursday	2/29/2024	AM	Tuesday	5/7/2024	New
			Wednesday	5/8/2024	PM
<u>March</u>			Thursday	5/9/2024	New
Wednesday	3/6/2024	New	Wednesday	5/22/2024	AM
Wednesday	3/13/2024	New	Thursday	5/23/2024	New
Thursday	3/14/2024	AM	Wednesday	5/29/2024	New
Wednesday	3/20/2024	New	Thursday	5/30/2024	AM
Thursday	3/21/2024	New			
Tuesday	3/26/2024	New	<u>June</u>		
Wednesday	3/27/2024	PM	Tuesday	6/4/2024	AM
Thursday	3/28/2024	New	Wednesday	6/5/2024	New
			Thursday	6/6/2024	New
<u>April</u>			Thursday	6/13/2024	AM
Wednesday	4/3/2024	New	Tuesday	6/25/2024	New
Thursday	4/4/2024	New	Wednesday	6/26/2024	PM
Tuesday	4/9/2024	New			
Wednesday	4/10/2024	PM	<u>July</u>		
Thursday	4/11/2024	New	Tuesday	7/9/2024	AM
Tuesday	4/23/2024	AM	Wednesday	7/10/2024	New
Wednesday	4/24/2024	New	Thursday	7/11/2024	New
Thursday	4/25/2024	New	Wednesday	7/17/2024	New
Tuesday	4/30/2024	AM	Thursday	7/18/2024	PM

The full details about the Face-to-Face class will be provided once you have successfully completed the post test exams and the Role of the Certified Trainer sections in the <u>Medication</u> Administration Train-the-Trainer course.

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Instructions for accessing the Train-the-Trainer course in the Medication Administration platform can be found in <u>ODP Announcement 22-091</u>.

In addition, if you have questions about start times, assignments, handouts, etc. please contact the Medication Administration Help Desk Portal: <a href="www.mahelpdesk.com">www.mahelpdesk.com</a>.

\*\*\* You may to select Face-to-Face classes in first-come first-served order once you have successfully completed your exams. There is a finite number of seats in each class and some classes will reach capacity.

\*\*\*\* We may cancel a class date if enrollment in that class is too low.